

BURRAGE LIBRARY USE POLICY SPECIAL COLLECTIONS

Scope: The Archives collection holds materials centered on Olivet College history. There is a variety of materials including yearbooks, records, brochures, catalogs, photographs and ephemera. The newspapers of Olivet and the College (Optic and Echo) are housed in the Archives collection. The Archives collection is available to College staff, students and alumni for research, in addition to the general public. The Rare Books (Blair) collection holds limited materials on the College history and contains primarily books of general interest. There are also a number of donor and research folders housed on the main floor of the Library (Periodicals room). Collection development is dependent upon donations---a budget does not exist for special collections. A researcher may need to consult with the Alumni Relations or President's office if the special collections do not contain the necessary information.

- Special collections are accessible to patrons by appointment only
- Contact the Library Director for an appointment and/or information
- A researcher needs to have a particular focus in their research—the collection is not open for browsing
- Research materials are pulled by the professional staff for patrons
- A researcher may need to consult with the Olivet City Hall for local documentation, such as the cemetery or platte maps

July 2008, J. Reiter